

APPLICATION FOR SPECIAL EVENT LICENSE

CITY OF COLLEGE STATION

Business Regulations, Chapter 4, (5/00), as amended

Special Event: The term "Special Event" as used in the City's ordinance shall mean a for-profit or non-Profit event to which the public is invited, held on public or private property, at which over 250 individuals attend, and held outside the confines of a building or permanent structure. The term includes but is not limited to any meeting, entertainment, performance, show, exhibition, or amusement. The term does not include gatherings for athletic events that are held in facilities designed for athletic events.

Application criteria to meet:

- _____ Application Fee of \$200.00. (Fee does not apply to non-profit organizations)
- _____ Two copies of site plan (See second page for details).
- _____ Two copies of Temp Structure/Tent plan, if applicable (See second page for details)
- _____ Insurance policy:
 - \$1,000,000 for death or injury to one person.
 - \$2,000,000 for death or injury in one accident.
- _____ License Bond:
 - \$10,000 - valid from first day of event and 30 days following event – For clean up of debris and to cover potential damage or injury to property
- _____ Read and understand the "Conditions of License" and "Penalties". (Attachment 1)

Please complete the following:

Applicant Name: _____ Date: _____

Company Name: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Title of event: _____

Location: _____

Location Zoning: _____ Type & location of temporary signs: _____

Event to be held: Outdoors: _____ Tent: _____ Other: _____

If Tent, formula for flame proof solution & date solution was applied: _____

Projected attendance: _____

Effective dates: From: _____ Through _____ Number of Days of Operation: _____

Hours of operation: _____

Provisions for waste, human and other: _____ Qty _____

What provisions are being made for site cleanup and grading if necessary: _____

What provisions are being made for parking (include facility's name and surface composition): _____

What provisions are being made for traffic (if required): _____

What provisions are being made for "No Smoking" signs (if required): _____

Site Plan Requirements:

Two copies drawn to scale

- | | |
|---|--|
| 1. Location of adjacent structures | 5. Location and size of parking spaces. |
| 2. Location of points of ingress/egress | 6. Electric transmission and distribution lines on site. |
| 3. Location of fire hydrants | 7. Location & size of signs. |
| 4. Location of fire lanes for use by emergency equipment with minimum width of 20 feet and height clearance of 14 feet. | 8. Location of Sanitary Facilities and trash containers. |

Temp Structure or Tent Plan Requirements:

Two copies drawn to scale showing:

- | | |
|---|---|
| 1. Type of construction. | 6. Location of all electrical wiring. |
| 2. All walls. | 7. Location & width of exits. |
| 3. Aisles. | 8. Location & specifications of fire suppression equipment. |
| 4. Seating arrangement. | 9. Location of sanitary facilities. |
| 5. Structural details - calculations of seats & supports. | |

Inspections of the location and temporary structures are required prior to opening the event to the public. It is the responsibility of the applicant to contact the appropriate department when the area is ready to be inspected. (Attachment 2)

No carnival or circus shall be operated under a license authorized herein for more than ten (10) days during a calendar year. Operation of such an enterprise for more than ten (10) days shall be considered to be a permanent business for which site plan approval is required under the City of College Station Zoning Ordinance.

Applicant Signature: _____ ***Date:*** _____



City of College Station

Development Services
1101 Texas Avenue
College Station, Texas 77840
Phone: (979) 764-3743 FAX (979) 764-3814

PERMISSION TO SET UP

APPROVED / DENIED

Chief of Police: _____ Date: _____

City Support requirements and rates, if any _____

Comments: _____ Call for inspection when set up is complete.

APPROVED / DENIED

Fire Chief: _____ Date: _____

City Support requirements and rates, if any: _____

Comments: _____ Call for inspection when set up is complete.

APPROVED / DENIED

Public Services (Streets): _____ Date: _____

City Support requirements and rates, if any: _____

Comments: _____

APPROVED / DENIED

Public Utilities (Electric): _____ Date: _____

City Support requirements and rates, if any: _____

Comments: _____ Call for inspection when set up is complete.

APPROVED / DENIED

Chief Building Official: _____ Date: _____

City Support requirements and rates, if any: _____

Comments: _____ Call for inspection when set up is complete.

CITY OF COLLEGE STATION
CODE OF ORDINANCES
BUSINESS REGULATIONS. CHAPTER 4 SECTION 4E & 4L (5/00)

CONDITIONS OF LICENSE

In addition to other requirements set forth herein, the applicant shall furnish suitable evidence of his intention and ability to comply with the following conditions:

- (1) The applicant shall be wholly responsible for maintaining order and for keeping the site clean, free of trash, papers, and other debris.
- (2) Trash containers in adequate numbers shall be placed in convenient locations for the use of the public.
- (3) Sanitary facilities for persons using the premises.
- (4) Provisions for removal of other waste materials including animal waste materials.
- (5) Provisions for meeting all other application requirements.
- (6) Provisions for site cleaning and grading after use of the premises.
- (7) There shall be a separation requirement of five hundred feet (500') between the enterprise and any residential property.
- (8) The premises shall have adequate ingress and egress.
- (9) Use of premises shall not violate the provisions of the College Station Electric Safety Code (National Electric Safety Code).

(Ordinance No. 1752 of May 26, 1988)

PENALTIES

- (1) Any person, firm or corporation violating any of the provisions of this ordinance shall be fined pursuant to the General Penalty set out in Chapter 1, Section 5 of this Code of Ordinances.

(Ordinance No. 2030 of September 9, 1993)

- (2) No person shall refuse entry to any City Inspector, Police Officer, or Fire Marshal attempting to enter any premises for the purpose of inspection if such entry is attempted during business hours or during the reasonable hours after business hours when there are employees on the premises to let the Inspector, Police Officer, or Fire Marshal in. Such entry shall be permitted not only to areas open to the public but also to all other areas provided that no employee shall be required to accompany any Inspector, Police Officer, or Fire Marshal in any area that the employee deems to be dangerous if the employee tells the Inspector, Police Officer, or Fire Marshal that the area is, in the employee's opinion, dangerous.
- (3) It shall be unlawful to permit or gather such a crowd to witness any amusement or show as to create a dangerous condition as a fire or other risk.
- (4) It shall be unlawful for any person, firm, or corporation to erect or cause to be erected any structure composed wholly or partly of canvas or other similar material to be used at an enterprise hereunder without first having made application for and received a permit to do so in accordance with the provisions of this ordinance.

(Ordinance No. 1752 of May 26, 1988)

1 of 1

ATTACHMENT 2

CITY OF COLLEGE STATION

CODE OF ORDINANCES – BUSINESS REGULATIONS. CHAPTER 4 SECTION 4F (5/00)

APPROVAL OF APPLICATION (INSPECTIONS REQUIRED)

- (1) INSPECTION BY THE FIRE MARSHAL. The Fire Marshal, in reviewing an application for a license, shall before such structure or event is open to the public make an inspection to determine if the applicant has made provision for:

(Ordinance No. 1936 of January 23, 1992)

- (a) Adequate aisles, seats, platforms, and poles.
- (b) Sufficient exits well marked and properly lighted.
- (c) Lighted and unobstructed passageways to areas leading away from the structure.
- (d) Removal, before the structure is to be used as a place of public assembly, of any pole, rope, or other obstruction in any aisle or exit.
- (e) Sufficient first aid fire appliances to be distributed throughout the structure with operating personnel familiar with the operation of such equipment available and assigned during the use of such structure as a place of assembly.
- (f) Sufficient "No Smoking" signs visible at all times.
- (g) An employee at all entrances to require the extinguishing of all cigarettes, cigars, or other smoking materials.
- (h) Announcement at frequent intervals to persons in assembly that smoking within the structure is prohibited.
- (i) Proper safeguarding of any use of open flames or its use prohibited.
- (j) The clearing of straw, dry grass, sawdust, or other combustible trash from the structure before it is opened to the public and arrangement made to keep the areas where debris may be expected to accumulate well serviced, especially under open seats.
- (k) Proper facilities for calling the City Fire Department.
- (l) Such special fire equipment of the City to attend to such structure made during its use as a public assembly as the Fire Marshal may decide is necessary for proper fire protection.
- (m) The tent and canvas parts of the structure, and all combustible, decorative materials, including curtains, acoustic materials, streamers, cloth, cotton batting, straw, vines, leaves, and trees, to be rendered flameproof.
- (n) If the Fire Marshal determines that the attendance of any fire apparatus or equipment is necessary at or in the vicinity of such structure for fire protection, he shall so notify the Building Official who shall notify the applicant before approval of the application. Every applicant shall, when the presence of City fire equipment is deemed necessary, pay to the City revenue for the use of such equipment and/or personnel, which revenue and/or personnel shall be determined by the Fire Marshal and paid into the general fund.

BUSINESS REGULATIONS. CHAPTER 4 SECTION 4F (5/00)

- (o) The attendance of such fire personnel as the Fire Marshal may deem necessary for the control of persons in the assembly, to prevent overcrowding, obstruction of aisles and exits, and such other control as may be necessary to render the occupation of such structure by the public safe.
- (p) Internal fire lanes which meet the twenty foot (20') wide, fourteen foot (14') high access requirement.

(2) INSPECTION BY THE BUILDING INSPECTOR

- (a) The Building Inspector shall ascertain if any defect exists in the wiring and provide for immediate correction of any defects which may be found.
- (b) Ascertain that seats, platforms, and other structural components are adequate to withstand proposed usage.
- (c) Make an inspection to determine if provision has been made for satisfactory sanitary facilities on or near the premises on which the enterprise is being carried out.
- (d) Make inspection and determine if adequate trash containers are located on the premises.

(3) INSPECTION BY THE CHIEF OF POLICE

- (a) The attendance of such police officers, as the Chief of Police may deem necessary for the control of persons in the assembly to prevent overcrowding, obstruction of aisles and exits, and for such other control as may be necessary to render the occupation of such structure safe for the public. When the presence of City police officers is deemed necessary, every applicant shall pay to City revenue for the services of such personnel which revenue shall be determined by the Chief of Police and paid into the General Fund.
- (b) The Chief of Police shall review the proposal as to potential impact of traffic, potential noise complaints, and access of emergency vehicles.

(Ordinance No. 1752 of May 26, 1988)

- (c) The Chief of Police, in reviewing an application for a license, shall before such structure or event is open to the public make an inspection of such structure or event location.
- (d) If the Chief of Police determines that traffic control devices such as barricades are needed to control traffic at such structure or event, he shall contact the Public Services Division to erect such devices. When such traffic control devices are utilized, the applicant shall pay to the City revenue for the use of such devices and/or personnel, costs of which shall be determined by the Public Services Division.

(Ordinance No. 1936 of January 23, 1992)

(4) INSPECTION BY THE DIRECTOR OF UTILITIES

The Director of Utilities shall inspect the premises to determine whether proposed use of the site, including the location of structures and equipment, complies with the College Station Electric Safety Code (National Electric Safety Code).

(Ordinance No. 1752 of May 26, 1988)